

Town of Milton

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July 27, 2015

To: Mayor and Council

From: Kristy Rogers, Town Clerk

Re: July Administrative Monthly Report

During the month of July, the Administrative Department, through work of the Town Clerk, Accounting Clerk, and Office Assistant / Receptionist, has completed several tasks pertaining to Lien Certificates (for property settlements), FOIA requests, maintenance of tax and utility accounts, scheduling meetings for Council and Committees, preparation and posting of agendas, assembly of meeting packets, project invoicing, bank reconciliations, preparation and review of monthly financial statements, accounts receivable and payable, customer service, various correspondence, posted updates to the Town website, human resource tasks, quarterly utility mailing, scanning Town records for archival, drafting of Ordinances and Resolutions, and administrative assistance to other departments and Town Council.

The Memorial Park Lighting project was awarded to Mid-Atlantic Electrical Services, Inc. Three light poles will be installed with high pressure sodium lights. At this time, the LED retrofit was not included in the project award.

Anticipated revenues and budget for fiscal year 2016 has been prepared and submitted to Mayor and Council for discussion. Notable highlights are: 26% tax rate increase is incorporated; once adopted, the tax rate will increase from .24 per \$100 of assessed value to .303 per \$100 of assessed value; \$20,000 of Transfer Tax Revenue budgeted for street repairs; a new \$50.00 application fee for Historic Preservation Commission applications; hiring a Town Manager, filling the Police Chief position, and funding Police Officer retention; through a lease/purchase agreement, obtaining a street sweeper; general insurance policies such as the Public Officials Liability, Employment Practices Liability, Police Professionals, and Commercial Policies do not renew until October 1st, therefore, a 4% increase was been incorporated for budgeting purposes. There will be a public hearing scheduled in August.

Relating to the Citizen Initiated Mural Art project, the license and easement were approved by Town Council on July 6th. The license has been signed by Mr. Tom Jones, owner of 105 Union Street (Irish Eyes building); I've contacted Mr. Charles Jones to sign the easement, but it has not been signed at this time.

I've been receiving employment applications for the vacant position of Accounting Clerk. The vacancy occurred when Miss Krystle Clark resigned effective July 10th. I anticipate concluding the hiring process during the month of August.